**Flip Chart Best Practices**

Note: Read the Facilitation Manual for more information

ALWAYS **CREATE** your flipcharts for the meeting BEFORE the meeting. This helps make sure your handwriting is legible (yes, you, Logan!!) as well as to get you thinking more about the agenda.

**ALWAYS** have these flipcharts ready:

A close up of text on a whiteboard

Description automatically generatedA close up of text on a whiteboard

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-Agenda

-Purpose

-Ground Rules

-Consensus

-Parking Lot

-Agreements

-Next Steps

Then you can create the flipcharts that are specific to your meeting.A close up of text on a whiteboard

Description automatically generated Always **LABEL** the flip charts in the following way:

* Title of Flipchart on the top (i.e., Priorities, Values, Agenda…whatever the main topic of the flip chart is)
* If you move to another flipchart because the volume of the information, always title the flipchart the same, and start a numbering process at the top. For example:
* Priority is Infrastructure and you are currently creating some Goals for that Priority. You have three (3) Goals. Your label would be I (for Infrastructure) – G (for Goal) 1 – 1 (for first page). The second page of information for Goal 1 would be labeled I-G-1-2.

***Note: if your handwriting is actually quite bad, you can have help from your clients (ask who would like to volunteer to write, have more small group breakouts where they write, etc)***

A picture containing colorful, paper, lot, different

Description automatically generatedAlways PHOTOGRAPH each flip chart for your records, and the client records.

Create a WALL of flipcharts as you peel them off – make them in order so they make sense and are easily seen.

Leave the original flip charts for the client.